

3. For each search engine list how many web sites were found?
4. List five web sites for each search engine.
5. From each search engine select one web site that is relevant to your topic and print it out. In total you will have 5 printed web sites



Task 2 Desktop Publishing- Hand in- 10 marks

Planning, creating and distributing a publication spans all seven of the information processes. Desktop publishing software emphasises the following information processes:

- Collecting- the publication is planned and text and images are gathered.
- Organising- data is combined in different formats
- Processing- text and images are manipulated in the desktop publishing program
- Displaying- the page layouts are viewed on screen and printed

Using Microsoft Publisher plan, design, create and make a flyer, brochure and a newsletter outlining the information that you have found on your chosen topic. Each publication is to contain different information about your topic.

When Microsoft publisher is opened, on the left hand side of the screen – publications for print is what you use. This is where the three styles of documents can be found. Choose any ones you want to use.

- They may be aimed at a different audience group/target.
- The publications must contain text and images suitable to your topic.
- Different font styles must be used on each publication.
- Must be attractive and eye catching.
- Must tell the reader everything they want to know about your chosen topic.
- All three publications will be printed out as a hardcopy and handed in for marking.